higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N260(E)(J18)H
JUNE EXAMINIATION

NATIONAL CERTIFICATE

COMPUTERISED FINANCIAL SYSTEMS N6

(6030186)

18 June 2014 (X-Paper)
09:00–12:00

This question paper consists of 13 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTERISED FINANCIAL SYSTEMS N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

Candidates have 10 minutes to read through the following instructions.

1.   Answer ALL the questions.

2.   Read all the questions carefully.

3.   Use the font **Arial or Calibri 10 or 12** for spreadsheet questions.

4.   The time allocated for the question paper is 3 hours. NO EXTRA TIME will be allowed for printing.

5.   SAVE your work REGULARLY to prevent loss of work in the event of a power failure or breakdown of a computer. Only the actual time lost will be added by the invigilator. No additional time will be allowed to redo lost work.

6.   Each answer must be printed on a SEPARATE SHEET OF PAPER and on ONE side of the paper only.

7.   Arrange your printouts in the SAME ORDER as that of the questions in the question paper. Marks will be deducted if printouts are not in the correct order.

8.   Only ONE PRINTOUT PER INSTRUCTION must be handed in. If more than one printout of the same question is handed in only the first printout will be marked and marks will be deducted for extra printouts.

9.   Your EXAMINATION NUMBER must be printed on ALL printouts. NO PRINTOUTS WITHOUT AN EXAMINATION NUMBER OR WITH A HAND WRITTEN NUMBER WILL BE MARKED. Do not type your name and/or surname.

10.   At the end of the examination session all printouts TO BE MARKED must be placed in the EXAMINATION FOLDER and handed to the invigilator. ALL extra (faulty) printouts must also be handed to the invigilator. NO printouts may be taken out of the examination room.

11. NO EXAMINATION PAPERS may be taken out of the examination room. ALL examination papers must be handed in. The QUESTION PAPERS may be returned to candidates on completion of ALL sessions of the examination.

12. No candidate may print his/her work for another candidate or make his/her work available to another candidate or access other candidates' work. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and will be viewed in a serious light.

13. If a candidate should move from one computer to another during the examination session, the invigilators must write a report to explain the reason for the change. This report must be signed by the invigilator and included in the candidate's folder. PRINTOUTS WITH DIFFERENT WATERMARKS IN THE SAME FOLDER ARE NOT ACCEPTABLE AND WILL BE TREATED AS AN IRREGULARITY.

14. At the end of each examination session the invigilators must delete all answers of candidates (Excel and Pastel) from the computers/hard drives/network before candidates for the next session are allowed into the room.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

QUESTION 1 (PASTEL)   [84]

You work in the financial department of Low Cuts. The owner asked you to computerise his set of accounts on the PASTEL program

1.1   1.1.1   Create a new set of accounts named LOW CUTS.

DO NOT use the setup assistant.

Select *File, New*
New Company Name: LOWCUTS
Click on*START NEW COMPANY*
CREATE

Create the following under the SETUP MENU:

COMPANY PARAMETERS:

Name of the business: Low Cuts (type your EXAMINATION NUMBER here)

Use SHIFT + CONTRO L+ T (if necessary) to insert your EXAMINATION NUMBER

Untick *Use Multi-Currency* on the Multi-Currency Tab. OK.

REPORT WRITER CATEGORIES:

1   Capital
2   Current Assets
3   Current Liabilities
4   Sales
5   Income
6   Expenses

ENTRY TYPES: General journal (Dr)

FINANCIAL PERIOD: 1 March to 28 February

This year's periods: Only set up period one (01/03/13 to 31/03/13) and then select *Use end date* and click on *Create*.

Last year's periods: Only set up period 12 (01/02/13 to 28/02/13) and *enter. OK.*

TAX (VAT): Do not use tax.

NOTE: You do not have to set up anything else under SETUP.

IMPORTANT: If your EXAMINATION NUMBER does not appear on all your printouts, NO marks will be awarded.

1.1.2   Create the following general ledger accounts. Use the given account numbers and link each account to the correct *report writer category*.

ACC NR.	ACCOUNT NAME
5000	Capital
5100	Drawings
5200	Retained Income (link to report writer category Capital and to financial category B15 *Retained Income*)
7000	Bank
8000	Creditors' Control
0100	Services Rendered
0200	Discount Received
0300	Commission Received
2000	Consumable Goods
2100	Water and Electricity
2200	Wages
2300	Advertising
2400	Insurance
2500	Stationery
2600	Rent paid
2700	Telephone

1.1.3   Use the general journal to capture the following balances on 28 February 2014, period 12 of this year. Do not use tax in this journal. Use *GJ12* as reference and *Balance* as description. Use balance control (account number 9999) as a balancing account, if necessary.

ACC NR.	ACCOUNT NAME	BALANCE
5000	Capital	R345 255
5100	Drawings	R124 000
7000	Bank	R380 000
8000	Creditors' Control	R93 200
0100	Services Rendered	R240 000
0200	Discount Received	R2 900
0300	Commission Received	R3 200
2000	Consumable Goods	R26 000
2100	Water and Electricity	R13 440
2200	Wages	R30 805
2300	Advertising	R10 210
2400	Insurance	R9 960
2500	Stationery	R3 565
2600	Rent paid	R85 000
2700	Telephone	R1 575

Please note that the bank account has a favourable (positive) balance.

1.1.4   PRINT the general journal BATCH LISTING, with Contras.   (20)

1.1.5   POST (UPDATE) the general journal to the general ledger.

1.2   1.2.1   Use Edit, General Ledger, Budgets to ENTER the following budgeted amounts for February 2014 (period 12 of the current year).

Services Rendered	R244 000
Discount Received	R2 685
Commission Received	R3 050
Consumable Goods	R25 890
Water and Electricity	R14 000
Wages	R30 800
Advertising	R10 010
Insurance	R9 500
Stationery	R3 777
Rent Paid	R85 000
Telephone	R1 863

1.2.2   Make a printout of this BUDGET. Do not round or adjust the figures. PRINT only the accounts mentioned in QUESTION 1.2.1 with the budgeted amounts for February 2014 (period 12 of this year). PRINT zero amounts – yes.   (15)

1.3   1.3.1   Use the Budget Assistant to draw up a budget for the accounts mentioned in QUESTION 1.2.1 only for February 2015 (period 12 of next year).

1.3.2   Copy this year's budgeted figures to next year's budget. Increase the figures with 15% and round to the nearest R100.

1.3.3   Do NOT print the budget yet. NO marks will be awarded for this budget printout.

1.3.4   Create the following PROFIT REPORT by means of the REPORT WRITER. (*Create a new report from scratch.*)

Use the following report format:

REPORT HEADINGS

Line 1: Type your EXAMINATION NUMBER here
Line 2: PROFIT REPORT
Line 3: ON#E

INDEX DESCRIPTION:	MY REPORT
REPORT TYPE:	Multi-columns (M)
ROUNDING:	No Rounding
NOTE REFERENCE COLUMN:	Yes
OMIT STANDARD HEADINGS:	No

SAVE the report headings.

REPORT COLUMNS

COL	AMT	TYPE	FROM	TO	HEADING 1	HEADING 2
1	This year(T)	Run time Periods (R)	-11	0	Actual	Feb 2014
2	This year Budget(B)	Fixed Periods (F)	1	12	Budget	Feb 2014
3	Future Budget (F)	Fixed Periods (F)	1	12	Budget	Feb 2015

SAVE the report columns.

REPORT LINES

SK	PRT	DC	SUP	DESCRIPTION	FORMULA	NO	ACT
1	Y	C	N	INCOMES			
1	Y	C	N		CM05	1	Add
1	Y	C	N		CM06	1	Add
1	Y	C	N	_SC			
1	Y	C	N		TOT1	2	Add
1	Y	C	N	_DC			
2	Y	D	N	EXPENSES			
1	Y	D	N		CB07		
1	Y	D	N	_SC			
1	Y	D	N		CT07	2	Add
1	Y	D	N	_DC			
1	Y	C	N	NET PROFIT	TOT2		
1	Y	C	N	_DL			

SAVE the report lines.

1.3   1.3.5   Use the Report Writer Assistant to PRINT the PROFIT REPORT (created in QUESTION 1.3.4 with Index Description MY REPORT) on 28 February 2014 with AMOUNTS (*Run*). Show Zero Lines – Yes. (This report must be printed in Pastel.)

Make sure that you print your OWN report, as NO marks will be awarded if you print and hand in one of the existing pastel reports.)   (26)

1.4   1.4.1   Use the Report Writer Assistant again to DISPLAY the PROFIT REPORT (created in QUESTION 1.3.4 and printed in QUESTION 1.3.5) on 28 February 2014 with AMOUNTS in MS Excel on the screen (*Run*). Show Zero Lines – Yes.

Do NOT print the report yet.

1.4.2 Do the following in MS Excel BEFORE you print the PROFIT REPORT:

(Make sure that you exported your OWN report to MS Excel as NO marks will be awarded if you make the changes to one of the existing Pastel reports.)

1.4.2.1 Insert a column between Budget Feb 2014 and Budget Feb 2015. Type a column heading: Amount Variance.

1.4.2.2 Calculate the Amount Variance in this new column for EXPENSES ONLY. The Amount Variance is Actual Feb 2014 less Budget Feb 2014.

1.4.2.3 Type Decreased in the Note column (column B) to indicate which actual expenses were less than their budgeted amounts.

1.4.2.4 Type No Change in the Note column (column B) to indicate which actual expenses were exactly the same as the budgeted amounts.

1.4.2.5 Display ALL amounts as integers with the rand currency.

1.4.2.6 Insert any neat horizontal and vertical lines to enhance the appearance of the report.

1.4.2.7 Adjust the column widths so that the names of the accounts and all amounts, as well as the words in the note column, are clearly visible.

1.4.2.8 Insert as header your EXAMINATION NUMBER (left) and PRINTOUT 4 (right).

1.4.3 Do not make any other changes to the spreadsheet.

1.4.4 Save the document as Report.

1.4.5 Print on ONE portrait page. (14)

1.5 Use the Report Writer Assistant to make a Pastel printout of the Report Format of the PROFIT REPORT, with Index Description MY REPORT. Please note that this report must not be exported to MS Excel before printing.

(Make sure that you have your OWN report, as NO marks will be awarded if you print and hand in the format of one of the existing Pastel reports.) (9)

QUESTION 2 (SPREADSHEET) [34]

QUESTION 2.1 (CONTRACT COST)

The following information was extracted from the records of Fast Builders on 31 May 2014 regarding contract SEAVIEW HOTEL.

Contract price	R 16 000 000
Material issued	R 380 000
Wages paid	R 720 000
Overheads	R 440 000
Material returned to suppliers	R 30 000
Material transferred to another contract	R 80 000
Machinery (balance on 1 June 2013)	R 1 100 000
Material on hand (31 May 2014)	R 36 000
Machinery (balance on 31 May 2014)	R 960 000
Certified work	R 2 000 000
Uncertified work	R 400 000
Cash received	R 1 900 000
Extras	R 800 000

NOTE: Only 70% of the profit must be transferred to the profit and loss account. The remainder must be treated as a provision for latent defects.

REQUIRED:

2.1   2.1.1   Draw up a contract cost statement for CONTRACT SEAVIEW HOTEL according to the example below.

Contract cost statement for the year ended 31 May 2014

Material	
Labour cost	
Overheads	
Depreciation on machinery	
Net contract cost	
Contract price	
Certified work	
Uncertified work	
Extras	
Total contract value	
Less: Net contract cost	
Net profit	
Provision for latent defects	
Profit and loss account	

2.1.2   Insert as header your EXAMINATION NUMBER (left) and PRINTOUT 6(right).

2.1.3   Display ALL amounts as integers with the rand currency sign.

2.1.4   Insert horizontal and vertical lines EXACTLY as indicated.

2.1.5   Save the document as Sea view.

2.1.6   Print on ONE portrait page.   (22)

QUESTION 2.2 (GRAPH)

2.2   2.2.1   Use the spreadsheet in QUESTION 2.1 to draw a PIE GRAPH (on a separate sheet) to compare the FOUR contract costs indicated in the statement.

2.2.2   Insert the following headings above the graph (not as a header) over 3 lines as indicated below:

CONTRACT COSTS OF SEAVIEW HOTEL
(Type your EXAMINATION NUMBER here)
PRINTOUT 7

2.2.3   Do not show a legend.

2.2.4   Show the category name and the % next to each segment of the graph.

2.2.5   Explode the biggest segment.

2.2.6   Print the graph on a separate landscape sheet.   (12)

QUESTION 3 (SPREADSHEET)   [55]

QUESTION 3.1 (LABOUR COST)

Mrs K. West is an employee of Parow Motors. She is paid weekly. The following information is made available to you as the accountant:

Normal weekly hours: 8 hours per day
                          5 days per week (Monday to Friday)

Normal tariff per hour: R300 per hour

Overtime: Saturdays: Normal tariff times 1.4
            Sundays: Double the normal tariff

Deductions: PAYE: 20% of taxable Income
             Pension: 8% of normal Income
             Medical: R140 per week
             UIF: 1% of normal Income

REQUIRED:

3.1.1   Use the following example to calculate the hours (in the clock card) and the wages (in the payslip) of K. West for the week ended 25 May 2014. Do the clock card and the payslip on the SAME PAGE, as shown in the example.

CLOCK CARD: K. West

Day	Date	Morning		Afternoon		Normal hours	Overtime hours
		In	Out	In	Out		
Monday	19-05-14	08:00	12:00	13:00	17:00	?	
Tuesday	20-05-14	08:00	12:00	13:00	17:00	?	
Wednesday	21-05-14	07:30	12:00	13:00	16:30	?	
Thursday	22-05-14	07:30	12:00	13:00	16:00	?	
Friday	23-05-14	08:00	12:00	13:00	16:30	?	
Saturday	24-05-14	09:00	14:00				?
Sunday	25-05-14	09:00	11:00				?
TOTAL						?	

PAYSLIP OF K.West for 19–25 May 2014

Income	Hours worked	Rate per hour	Amount	Deductions	Amount
Normal wage	?	?	?	PAYE	?
Saturday overtime	?	?	?	Pension	?
Sunday overtime	?	?	?	Medical	?
				UIF	?
Gross remuneration			?	Total	?
Taxable income			?		
Net income			?		

Please turn over

3.1.2   Use the date function to insert the dates on the clock card. Ensure that the dates appear in exactly the same format as in the example.

3.1.3   Type the times in and the times out exactly as indicated in the example.

3.1.4   Use FORMULAE and CELL REFERENCES to calculate the missing amounts (where question marks appear).

3.1.5   Display the total normal hours, as well as the Saturday and Sunday overtime hours as a general number, not as time.

Tip: Remember to multiply the value with 24, before you change the format to General.

3.1.6   Use cell references to transfer the total normal hours, as well as the overtime hours from the clock card to the payslip.

3.1.7   Insert as header your EXAMINATION NUMBER (left) and PRINTOUT 8 (right).

3.1.8   Display all amounts on the clock card (in the amount columns as well as the rate per hour) as currency with 2 decimals.

3.1.9   Insert any neat horizontal and vertical lines to enhance the appearance of the clock card and payslip.

3.1.10   Save the document as WAGES.

3.1.11   Print on ONE landscape page.   (34)

QUESTION 3.2 (FORMULAE)

3.2   3.2.1   Switch the spreadsheet of QUESTION 3.1 to display the formulae used instead of the values.

        3.2.2   Adjust column widths to fit the spreadsheet on ONE landscape page. Ensure that ALL information is still visible.

        3.2.3   DO NOT use the 'fit to one page' option, as NO marks will be awarded for printing smaller than 100% Arial or Calibri 10 or 12.

        3.2.4   Change the header to PRINTOUT 9.

        3.2.5   Display the row (1, 2, 3 ...) and column (A, B, C ...) headings.
                Do not type these headings.

        3.2.6   Save the changed document as FORMULAE.

        3.2.7   Print (with row-and-column headings) on ONE landscape page.   (21)

QUESTION 4 (BREAKEVEN CALCULATIONS)   [27]

You are the cost accountant of Bright Fires who manufactures metal grills. Their production limit is 250 grills per month. Their cost structure is as follows:

Fixed cost:

Electricity and water	R2 000 per month
Municipal tax	R6 000 per year
Direct wages	R20 000 per month

Variable cost:

Metal	R900 per unit
Braai grid	R145 per unit
Welding rods	R25 per unit

Selling price	R1 950 per unit

REQUIRED:

4.1   Use the given information to do the following calculations if 250 grills were manufactured for the month:

4.1.1	Total fixed cost per month	(4)
4.1.2	Variable cost per unit	(4)
4.1.3	Marginal income per unit	(5)
4.1.4	Breakeven quantity	(6)
4.1.5	Breakeven value	(5)

4.2   Type each formula in words and show ALL calculations clearly.

4.3   Display answers as currency with 2 decimals, where applicable.   (1)

4.4   Insert as header your EXAMINATION NUMBER (left) and PRINTOUT 10 (right).   (1)

4.5   Save the document as Breakeven.

4.6   Print the spreadsheet on ONE portrait page.   (1)

                                                        TOTAL: 200